As we welcome our students back to school this month, it seems like we hardly have a minute to catch our breath from fiscal close, before starting one of the busiest quarters of the academic year! A quick tip for expedited service:

As we navigate our busy season together, we anticipate an influx of purchases and contracts. We’d like to take this opportunity to remind the campus about using our helpdesk solution with the latest technology to track tickets and response times. You will achieve the fastest response time using the helpdesk for questions about purchase orders, invoices, contracts, how-to's in Gateway, and for training events. Before emailing an individual, consider using the gatewayhelp@bfs.ucsb.edu or contracts@bfs.ucsb.edu emails.

Thank you for reading our newsletter. Click here for past editions.
printing. Once configured, if an individual user needs to reset their computer’s default back to single-sided printing for any reason, follow these simple steps.

**Reimbursements**
If one of your faculty or staff are exploring the option of purchasing goods or services, please make sure they use one of our established and approved purchasing methods, either Gateway or the Flexcard. Please let your department know folks may not be reimbursed if the campus determines that the purchase was not critical or that you paid more than a contracted vendor would charge. Procurement Services is now reviewing reimbursement requests and may decline some or all expenses claimed.

For a little background, UC Policies BUS-43 and the Accounting Manual D-371-16 require standard goods/equipment/supplies, and all services to be on a UC purchase order. Please pass this information as broadly as possible within your department.

**Gateway Updates**

**Department Requisition Checklist**
We updated the Gateway Requisitioner checklist to include the inventorial equipment partial tax exemption. Click here for the latest version: **Dept Purchase Req Checklist: Form J**

**Award End Date**
We’ve recently added “Award End Date” and “Award End Date Within 90 Days” as new fields on your purchase requisition. These fields should help you determine if additional documentation is required before you purchase equipment near the end of a sponsored award. These new requirements will be communicated by Business & Financial Services, Office of the Controller. Coming Soon!

**Invoice Approval and Invoice Workflow**
You may have noticed that invoices are being processed using a new workflow design in Gateway. If you have an invoice pending approval in the new “Departmental Approval” folder, the invoice was either equal to or greater than $5,000 or exceeded the amount authorized on the purchase order. Please make sure to review these invoices and either reject the invoice or request a credit memo and approve the invoice for payment if you find any errors on the invoice. If you have questions, please sign up a Gateway class using the HR Learning Management System or contact x8025.

**Change PO Owner**
Also, remember if someone left your department, you can change the Purchase Order ownership by sending a request to **gatewayhelp@bfs.ucsb.edu**

**Green Purchasing**
UC Receives a Leadership in Greener Purchasing Award

Based on the UC's purchasing practices in 2016, UC was selected to receive an Award for Public University Sector Leadership In Greener Purchasing. This honor is based on our high green spend with Office Depot/OfficeMax, compared to others in our industry. This year, there were just twenty winners, after an evaluation of spend patterns of their thousand largest customers. Congratulations and thank you – through your decisions, the UC is driving the market for eco-conscious products, helping to make a more positive impact on the planet!

Prevailing Wage

Good news for those of you with any maintenance, installation, modular furniture, or purchase orders otherwise subject to prevailing wage laws; effective immediately, Senate Bill 96 successfully limited the need to report on maintenance projects to those over $15,000. While the University still has a requirement to contract with suppliers who have contractors' licenses and are registered through the Department of Industrial Relations (DIR), the DIR has increased the reporting threshold for awarding bodies like UCSB from $1,000 to $15,000.00.

Contest

Companies owned by near relatives of a current UC employee that provide commercial services are prohibited from doing business with the campuses. How does the UC define a near relative? 

Reply to: capric@ucsb.edu

Winners from last newsletter: Amanda Hart, Amanda Maffett, & Lupe Gonzalez

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